



PARTICIPANT 2024-25 MANUAL

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2024 NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP PARTICIPANT MANUAL

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Important Deadlines:

Monday, November 18:

Video of second round game uploaded by noon Eastern.
Team hotel rooming list due 5 p.m. Eastern.

Tuesday, November 19:

Travel Party Form (Appendix D) due noon Eastern.
Head shots due noon Eastern (instructions on page 7).
Elite 90 submission due noon Eastern (instructions on page 21).
Laundry requests due by 5 p.m. Eastern (instructions on page 22).

2024-25 NCAA DIVISION I FIELD HOCKEY COMMITTEE

| | |
|---|---|
| Joanie Milhous Head Field Hockey Coach Villanova University Phone: 610-213-7169 Email: joanie.milhous@villanova.edu | Sydney Van Der Merwe Head Field Hockey Coach Sacred Heart University Phone: 330-998-5374 Email: vandermerwes@sacredheart.edu |
| Amy Densovich, chair Associate Athletic Director Kent State University Phone: 330-472-8175 Email: adensevi@kent.edu | Jarred Martin Head Field Hockey Coach The Ohio State University Phone: 614-270-6558 Email: martin.3529@osu.edu |
| Sandra Roecker Senior Associate Athletic Director/SWA University of Massachusetts Lowell Phone: 775-671-7720 Email: sandra.roecker@uml.edu | Pam Bustin Head Field Hockey Coach Duke University Phone: 502-419-7289 Email: pb95@duke.edu |

NCAA STAFF

| | |
|--|--|
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| | |
|--|---|
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| <u>Director of Athletics</u> Warde Manuel Director of Athletics Email: wmanuel@umich.edu | |

2024 NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP SCHEDULE OF EVENTS (SEMIFINALS AND FINAL)

(ALL TIMES EASTERN)

Thursday, November 21, 2024

| | | |
|-------------------------|------------------------------|------------------------------------|
| 8 a.m. | Athletic training room opens | Phyllis Ocker Field Hockey Complex |
| 8 a.m. | Administrative meeting | Microsoft Teams Meeting |
| 9 – 10:30 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 10:45 a.m. – 12:15 p.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 12:30 – 2 p.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 2:15 – 3:45 p.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 6 p.m. | Banquet | Jack Roth Stadium Club |

Friday, November 22, 2024

| | | |
|------------------|------------------------------|------------------------------------|
| 7 a.m. | Athletic training room opens | Phyllis Ocker Field Hockey Complex |
| 8 – 8:30 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 8:40 – 9:10 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 9:20 – 9:50 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 10 – 10:30 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 11:10 a.m. | Semifinal #1 warmup begins | Phyllis Ocker Field Hockey Complex |
| Noon | Semifinal #1 | Phyllis Ocker Field Hockey Complex |
| 2:12 p.m. | Semifinal #2 warmup begins | Phyllis Ocker Field Hockey Complex |
| 3 p.m. | Semifinal #2 | Phyllis Ocker Field Hockey Complex |

Saturday, November 23, 2024

| | | |
|------------------------|---------------------------------------|------------------------------------|
| 9 a.m. | Athletic training room opens | Phyllis Ocker Field Hockey Complex |
| 10 – 11:30 a.m. | Practice (winner of semifinal game 1) | Phyllis Ocker Field Hockey Complex |
| 11:35 a.m. | Coaches Meeting | Phyllis Ocker Field Hockey Complex |
| 11:45 a.m. – 1:15 p.m. | Practice (winner of semifinal game 2) | Phyllis Ocker Field Hockey Complex |

Sunday, November 24, 2024

| | | |
|------------------|------------------------------|------------------------------------|
| 8:15 a.m. | Athletic training room opens | Phyllis Ocker Field Hockey Complex |
| 9:15 – 9:45 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 10 – 10:30 a.m. | Practice | Phyllis Ocker Field Hockey Complex |
| 12:40 p.m. | Championship warmup begins | Phyllis Ocker Field Hockey Complex |
| 1:30 p.m. | Championship game | Phyllis Ocker Field Hockey Complex |

Administrative Meeting

The administrative meeting will be conducted Thursday morning at 8 a.m. on Microsoft Teams. The purpose of the meeting is to review policies and procedures governing the conduct of the championship and to introduce the games committee. The head coach and athletics administrator of each team must be present; the assistant coach(es) may attend. Coaches must turn in the team pass gate list (**APPENDIX F**) to the NCAA championship administrator at this meeting via email. The agenda for this meeting can be found in **APPENDIX B**.

Practices

Teams will not be allowed to practice on the competition field earlier than the day before the competition. Arrangements may be made to practice at an alternate facility two days before the competition, but the host institution is not obligated to assist with these arrangements.

Each team is allotted one hour and 30 minutes Thursday and Saturday. A brief practice time (30 minutes) will be offered to teams on Friday and Sunday before the games. Practices will be closed and supervised by the games committee. The game clock will be used to time all practice sessions.

Pregame

All teams are guaranteed 45 minutes of warmup on the game field for semifinal games, with all pregame warmup activities confined to the half of the field that is assigned by the team's game bench. The music will begin when the clock is started for warmup. The host institution will provide all music for the championship. Interaction with the umpires can only occur at the scorer's table with an NCAA representative and both coaches present.

SECTION 4 – Championship Format

Bracket Format

The championship provides for an 18-team, single elimination tournament. Opening round games will be conducted Wednesday prior to the first- and second-round games at two campus sites. First- and second-round competition will be conducted on the campus of one of the competing institutions at four sites. The four advancing teams will compete in the finals at Phyllis Ocker Field Hockey Complex on the campus of the University of Michigan. The semifinal games will be Friday, November 22, and the championship game will be Sunday, November 24.

Determination of Home/Away Teams

For all rounds of competition, teams will be designated as home or visitor by the sport committee. Each team must have two sets of shirts and socks; one light set and one dark set.

Teams are required to submit colors of uniform jersey, kilt, socks and goalie jersey to the games committee for each round of the championship. In turn, umpires will review the selected colors to ensure adequate contrast between the two competing teams. Head coaches will be prepared to share their uniform colors on the Participant Call on Monday.

Lineups

Game rosters will be submitted and exchanged with 30 minutes on the game clock prior to the start of play.

SECTION 5 – Championship Operations

Emergency/Evacuation Plan

Evacuation/Severe Weather Plan

During any storm with lightning, stadium patrons will be instructed to leave the stadium and seek refuge in their personal vehicles. Teams will be instructed to take shelter in their locker rooms and the team building. In the event of a Tornado Warning, occupants and athletes from both teams, in an orderly manner, should take refuge in areas located inside locker rooms. If there is not enough room, then the overflow will be directed by event staff to go inside the Field Hockey Center.

Spectators will be advised through PA announcement of inclement weather or delays. If inclement or severe weather occurs, fans should exit the stadium through the main entrance and follow directions from event staff at that point.

If injuries or building damage occurs, notify campus police via a event staff member or by calling 911.

Once the all clear is given, the event management staff will give the word for employees and/or fans to return to the stadium.

Severe Weather Policy for NCAA Field Hockey Championship

For the safety of all spectators, student-athletes, officials and coaches the following will be used in case of severe weather (e.g., cold temperatures, heavy snow, lightning):

1. The tournament director and NCAA Field Hockey Committee will monitor the weather during the week and days of the championship games.
2. The NCAA Field Hockey Committee, in consultation with the host and head umpire, will determine whether the start of the game(s) should be delayed or if the game(s) should be postponed until the following day.
3. If necessary, competition may be postponed until the next day, per NCAA policy, with similar if not the same start times. This information must be communicated with all involved institutions.

Hazardous Materials, Unattended Item or Suspicious Object Found

Hazardous materials are not to be brought into the facility. If suspected hazardous materials are found notify event staff immediately. Unattended or suspicious items are to be reported immediately to the event staff.

Fire Safety

Anyone that becomes aware of a fire shall immediately notify event staff or activate the building fire alarm system. Chapel Hill Fire Department will be notified.

OCKER FIELD EMERGENCY ACTION PLAN

EMERGENCY COMMUNICATION:

- o **Police / Fire / EMS - 911**
- o **U-M Police - 734-763-1131**
- o **Nearest Campus / Land-Line Phone**
 - § Athletic Training Room (ground floor of Field Hockey Building; south side of field adjacent to East bench & player's lounge)
 - § Field Hockey Reception Desk (2ND Floor)
 - § Field Hockey Offices (2nd floor)
- o **Nearest Emergency Phone**
 - § Southeast corner of Glick Field House by entrance to parking lot.
 - § SC-7 parking lot adjacent to underpass to golf clubhouse parking lot.
 - § In front of Stephen Ross Academic Center (outdoors- South Entrance adjacent to Yost).

EMERGENCY ACCESS ROUTES:

- o **Primary- S. State Street ->** main entrance is at Southeast corner of building adjacent to E. Stadium Drive underpass.

- o **Secondary A-** S. State Street -> Stadium Way entrance (Southeast corner of Glick Field House) -> SC20 parking lot field entrance will be behind ticket / concessions building.
- o **Secondary B-** S. State Street -> Athletic Operations Center entrance -> gate behind Athletic Operations Center adjacent to train tracks & E. Stadium Blvd. overpass.

DESIGNATED “WAIT” LOCATIONS:

- o Main gate entrance (Southeast corner of building adjacent to E. Stadium Drive underpass)
- o Glick Field House Parking Lot / adjacent to ticket / concessions building
- o Athletic Operations Center entrance (as needed)
- o Gate behind the Athletic Operations Center adjacent to train tracks & E. Stadium Blvd. overpass.

EMERGENCY EQUIPMENT:

- o **AED / BLS Equipment**
 - § 1. Ocker Field - On the wall between benches (March – November) (*located in the Field Hockey Building- on the wall in hallway leading to the field, just outside of the athletic training room door - November – March*)
 - § 2. Athletic Operations Center - Inside the main doors on the south side of the building
 - § 3. Schembechler Hall - Schembechler Museum
 - § 4. Schembechler Hall - Physician’s Suite Med Room (1109) - 1st Cabinet {*secured when clinic is not open / not present when football team is traveling*}
- o **Red Emergency Bag** Field Hockey Building Athletic Training Room
- o **Narcan (Opioid Overdose)** Schembechler Hall Physician’s Suite or with arriving EMS units
- o **Splints** Field Hockey Building Athletic Training Room; *located on team bench during U-M practices / competitions.*
- o **EpiPen** - Athletic Training Kit
- o **Heat Emergency** - Cold Water Immersion located in Field Hockey Building Athletic Training Room
- o **OSHA / Biohazard** - Clean up supplies located in janitor closet.

SEVERE WEATHER SAFE STRUCTURES:

- o **Primary** - Field Hockey Building locker room

MENTAL HEALTH EMERGENCIES

- o **If you are in imminent harm and/or Danger - 9-1-1**
- o **University of Michigan Police / DPSS (Non-Emergency Line)** - (734) 763-1131 OR Text - 377911
- o **University of Michigan Psychiatric Emergency Services (PES)** - (734) 936-5900
- o **CAPS (After Hours)** - (734) 764-8312 (press 0)
- o **National Suicide Prevention Lifeline 9-8-8 OR 800-273-TALK (8255) OR Text - 741741**
- o **Mental Health Crisis Assessment / S.L.A.P. Triage**
 - § Does the person have a **SPECIFIC** suicide plan? Did you ask directly?
 - § Is their plan **LETHAL**? Have any steps been taken to activate their plan?
 - § Do they have **ACCESS (“the means”)** to carry out / follow through with the plan?
 - § What are the **PROTECTIVE FACTORS** or the **PROXIMITY TO OTHERS** to disable & diffuse the plan?
 - § **Key actions-**
 - *If you see something, say something!*
 - **Call 9-1-1 if you or others are in imminent harm and/or danger**
 - **Do not leave the person alone!**

- Remain calm.
- Listen. Ask how you can help.
- Express empathy & support. Be positive.
- Don't be judgmental, argue, or try to reason.
- Don't make promises that you can't honor.
- **When safe & appropriate, notify an Athletic Counselor and/or Athletics Trainer as soon as possible.**

Head Shots Needed

Head shots of student-athletes and coaches are needed from each team for use on the video board. Please follow the instructions below to upload the head shots by **noon Eastern time, Tuesday, November 19.**

As a reminder, the NCAA championships and alliances group has developed a dedicated website to retain key information from every conference and institution that may participate in an NCAA championship. All sports information administrators, members of the media, the NCAA and our partners (i.e., Turner/CBS, ESPN, IMG College, Van Wagner) will be required to use the site to access logos, fight songs, rosters, photos of student-athletes, teams, coaches, administrators and campus for use on ncaa.com, game programs, banquet videos and video boards at NCAA championships. For this site to be completely effective, it requires your full cooperation. The SID for your team should have received information on how to upload onto the NCAA Box site. If they did not receive instructions and are unable to upload content, please reach out to Carrie Snyder at csnyder@ncaa.org in order to gain access.

Hospitality

Coaches/VIPs/Committee Members: Coaches, VIP & committee member hospitality is located in the conference room on the second floor of the Ocker Field Hockey Center. This area will be restricted to credentialed personnel only.

Media: Media hospitality will be located in the Ocker Field Press Box. Snacks and drinks will be provided throughout competition.

Officials: Officials' hospitality is in the designated officials space near the officials' locker room. Snacks and drinks will be provided throughout competition.

Student-Athletes: Student-athlete hospitality will be available in each team locker room.

National Anthem

The National Anthem will be played before the first game of each day.

Officials

Selection/Assignments. All umpires for all tournament games will be selected and assigned by the Field Hockey Committee in coordination with the NCAA national coordinator of officials. The umpires must be certified.

Two umpires shall be assigned to each game; in addition, a table umpire will be assigned to each game and shall have supervision over the timer's and scorer's table and ball persons. A video umpire will be assigned to each game. A minimum of four, adult ball persons will be assigned to all games.

Player Introductions

Due to ESPN broadcast coverage, the player introduction sequence differs from the regular season as noted below.

It is required that the following format be used for the semifinals and championship: The teams are led onto the field in two lines by the three officials. The captain of each team heads the line of players (both starters and nonstarters). The officials will stop at midfield. At midfield, the teams, in single file, will turn 90 degrees and move toward their respective goals, ultimately forming a single line at center field facing the direction as determined by the venue. Face the flag for the national anthem. The national anthem will be played during the first game of each day. The officials are the first to be introduced after the anthem. The announcer then introduces the “visiting” team’s nonstarters, followed by the starters, assistant coach(es), and head coach. The announcer then introduces the “home” team using the same format. After both teams have been introduced, the players should return to their respective benches to prepare for the start of the game.

Post-Championship Evaluations

The NCAA will send evaluations to head coaches and athletics directors via email after competition. It is important that we get your help in providing feedback. We would appreciate if you could also share the survey link with your team. Your responses will be held in confidence and used only to enhance the championship in the future. The survey should take less than five minutes to complete.

Scouting

Scouting seats will be reserved only for the official members of the coaching staff of the teams participating in the tournament. These seats will be on the balcony of the hospitality area inside the Field Hockey Center.

Video Referral

Video referral will be used during the semifinals and championship game.

Complete information regarding video referral protocol is in Appendix A of the [2024 NCAA Field Hockey Rules Modifications](#).

Filming

The host will film all games and upload to the video sharing website for all teams. Each bench will also have a live video feed available for teams to utilize with their own devices if they choose.

Each participating team is automatically authorized to film all games. The filming location will be on the platform underneath the scoreboard.

Institutions that bring along a videographer for institutional highlight show purposes may receive a credential. Cage cameras for institutional highlight shows must be approved by the Field Hockey Committee. These cameras must have NO AUDIO and must be removed after the institution’s game.

Institutions are permitted to duplicate championship competition by their teams or their individual student-athletes for archival, coaching or instructional purposes. Each institution is permitted to use one camera.

The game film may not be used for any commercial purposes.

SECTION 6 – Competition Site

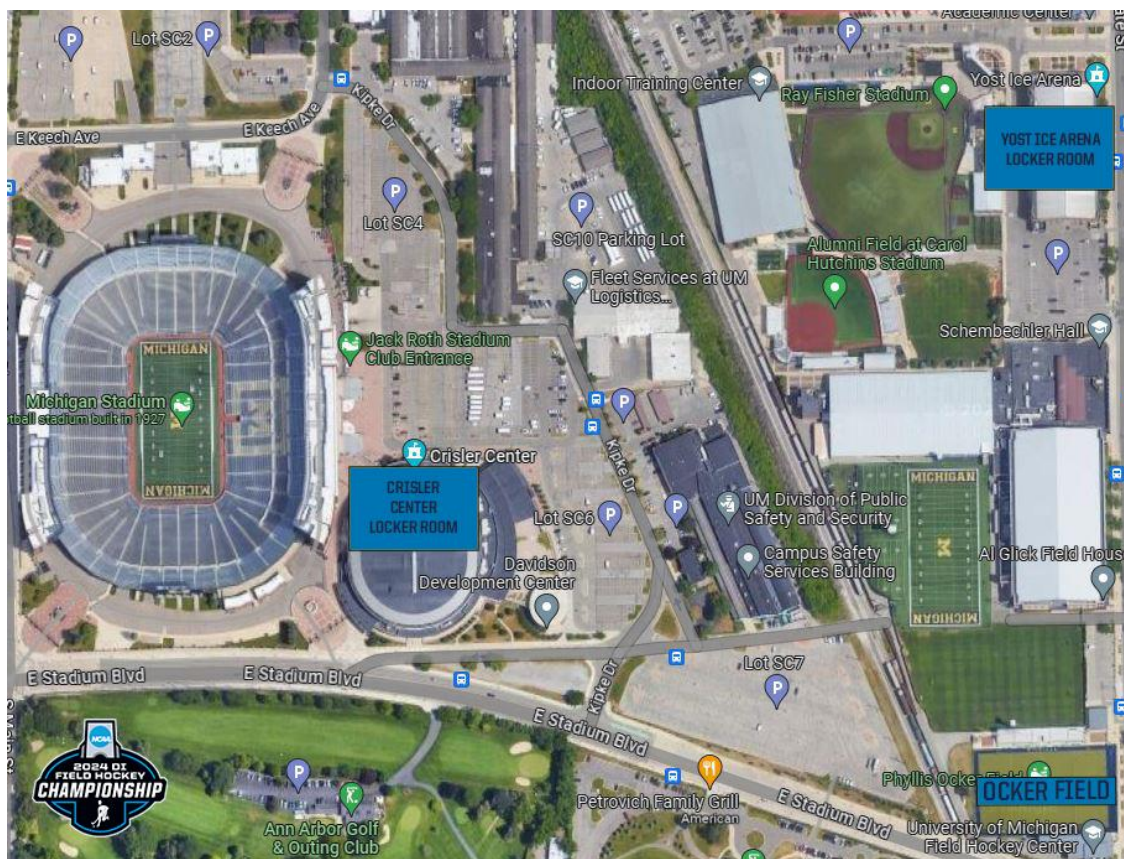
Competition Site Maps

Please see APPENDIX C.

Locker Rooms

Locker rooms will be available at Ocker Field for both competing teams for all games. The committee will assign locker rooms. Towels, dry erase boards and markers will be provided.

Teams competing in the 1st semi-final game will be required to clear out of the locker rooms after halftime. Should teams wish to shower after semi-final Game 1, teams will be directed to an additional locker space in Crisler Center or Yost Ice Arena. See below. Teams competing in the 2nd semi-final will shower in their locker room at Ocker Field if they choose.



Parking

Thursday (Practices), Friday & Sunday (Games) Team Bus Drop Off and Parking: Bus drop off and parking is in Crisler Center Parking Lot SC-7. Once dropped off, teams should walk across the train tracks, take a right, and follow the walking path to Ocker Field. An event staff member will greet you upon your arrival. Parking staff will assist the buses in getting parked in designated spots.

Other team vehicles, spectators and media should also park in Crisler Lot SC-7.

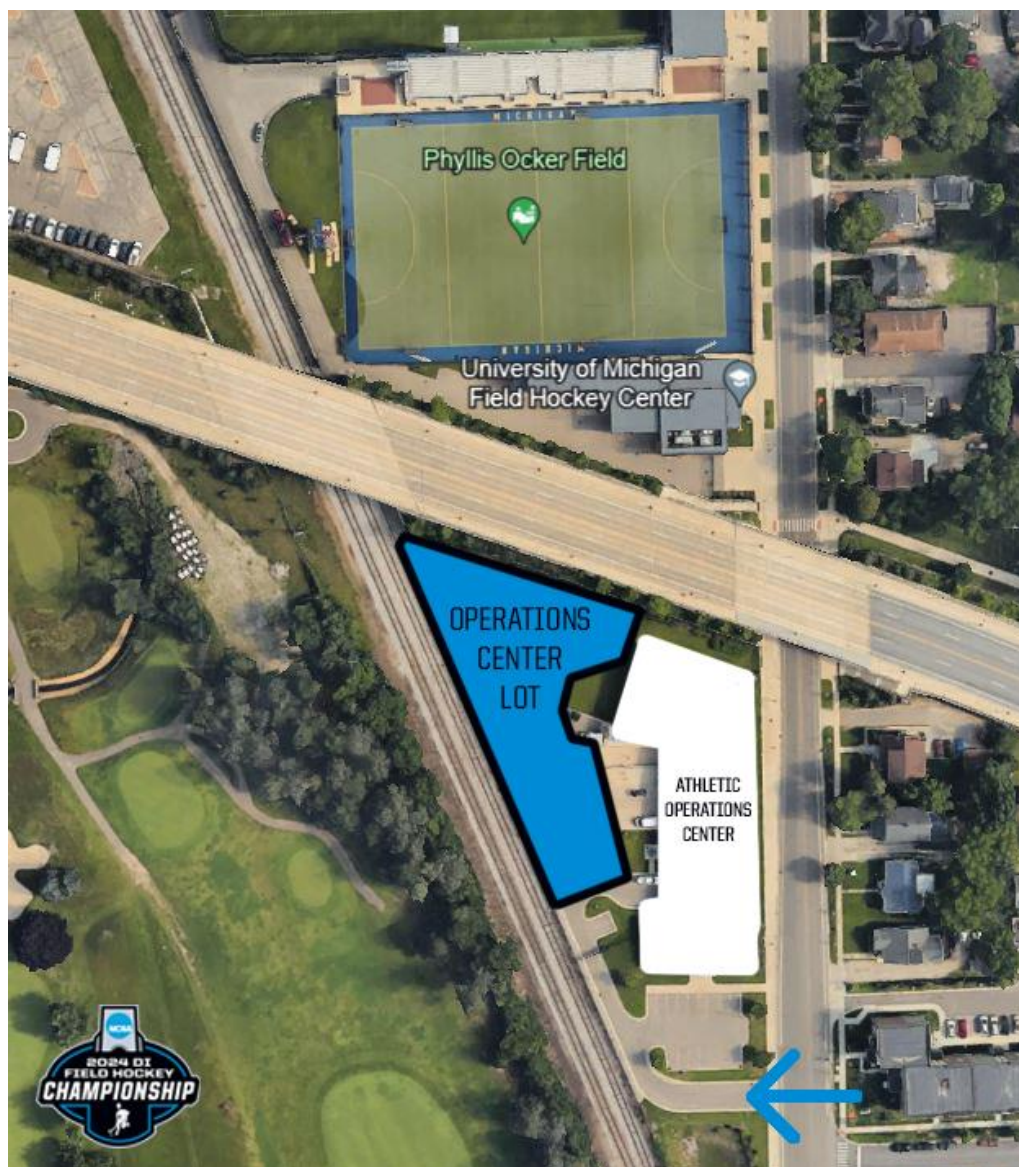
GPS Address: [333 E Stadium Blvd, Ann Arbor, MI, 41804](#)



ADA Parking - Parking for guests with accessibility needs is available in the Glick Lot on a first come, first served basis with a valid placard or license plate. This lot is located just past the State Street entrance to Ocker Field. See map above. Complimentary shuttles from Crisler Lot SC-7 to Ocker Field will also be available.

Saturday Practice Bus Parking: Because of the home football game, team buses will drop off and park in the [rear lot](#) of the Michigan Athletics Operations Center. The lot is accessed via a gate behind the Athletics Operations Center. A Michigan staff member will be there to let buses through the gate.

GPS Address: [1520 S State St, Ann Arbor, MI, 48109](#)



Participant Entrance

Team personnel will be admitted to Ocker Field and Field Hockey Center on the South side of the Field Hockey Complex near the team benches. Team personnel must have a credential to have access through the field and designated team areas during each day of practice and competition.

**Phyllis Ocker Field Hockey Complex
1450 South State Street
Ann Arbor, MI 48104**

FROM DETROIT METRO AIRPORT AND POINTS EAST

Take I-94 west to Ann Arbor-Saline Road (exit 175). Turn right. Travel north approximately two miles through three stoplights. At the Stadium Blvd. intersection (Michigan FB Stadium is located on the corner of Ann Arbor/Saline-Stadium Blvd. intersection). Turn right, one block, and then turn left into the Crisler Lot SC-7. Once in the lot, turn right towards the RR tracks. When the team departs the bus, they will cross the RR track and take the pedestrian pathway to Ocker Field.

FROM CHICAGO AND POINTS WEST

Take I-94 east to Ann Arbor-Saline Road (exit 175). Turn left. Travel north approximately two miles through four stoplights. At the Stadium Blvd. intersection (Michigan FB Stadium is located on the corner of Ann Arbor/Saline-Stadium Blvd. intersection). Turn right, one block, and then turn left into the Crisler Lot SC-7. Once in the lot, turn right towards the RR tracks. When the team departs the bus, they will cross the RR track and take the pedestrian pathway to Ocker Field.

FROM TOLEDO AND POINTS SOUTH

Take U.S. 23 north to I-94 west. Follow directions from Detroit Metro Airport.

FROM FLINT AND POINTS NORTH

Take U.S. 23 south to I-94 west. Follow directions from Detroit Metro Airport.

SECTION 8 – Drug Testing

Student-athletes competing in the championship may be subjected to drug tests in accordance with Bylaws 18.4.1.4 and may be determined to be ineligible as a result thereof. Only student-athletes who have consented in writing to such testing are initially eligible for the championship; and thereafter, student-athletes who are tested shall remain eligible only if they test negative.

SECTION 9 – Expenses/Reimbursement

Per Diem

Only the allowable travel party will receive per diem. The per diem rate and allowable days are in the NCAA travel policies at this [link](#).

TES System

Expense Reimbursement. Team expense reports should be filed online through the Travel Expense System (TES). The login information for the system is the same as that used for the Short's travel portal. The system is located on the [NCAA website](#).

All institutions, including hosts, must complete the online reimbursement process to receive the appropriate reimbursement.

Banners and Artificial Noisemakers

No banners may be posted at the tournament other than the NCAA and approved media banners. Artificial noise makers, air horns, and electronic amplifiers are not permitted and shall be removed upon discovery.

Championship Merchandise

Merchandise will be available at the merchandise stand near the East (State Street) entrance of Ocker Field 1 hour prior to the start of game play. Participating teams will have the opportunity to pre-order championship merchandise [online](#). The NCAA emailed pre-order information to all participating institutions before the championship.

Concessions

A full-service concession stand will be available near the East (State Street) entrance of Ocker Field. All concession sales are managed by Sodexo.

First Aid

If a spectator is having a medical issue they should contact an usher or game management staff who can contact medical assistance.

Seating Areas

All specator seating is located in the bleacher seating area at Ocker Field. Unless otherwise specified, all seating is general admission and tickets or credentials are required.

Security

Security will be provided at all press conferences, team locker room areas, team bench areas and field level throughout the championship. Event staff will also be positioned throughout the seating area to assist spectators.

Spectator Guidelines

NCAA Championships Fan Code of Conduct.

The National Collegiate Athletic Association (NCAA), the host institution and the host venue are committed to creating a safe, comfortable, and enjoyable sports and entertainment experience. Fans have a right to expect an environment where:

- Student-athletes respect and appreciate each and every fan.
- Guests will be treated in a consistent, professional and courteous manner by all venue and NCAA personnel.
- Guests will enjoy the sporting experience free from disruptive behavior and will be treated with dignity and respect by other spectators attending the game. Obscene or indecent messages including foul, sexist, racial, obscene or abusive language or gesture on signs or clothing will not be permitted.
- Guests will sit only in their ticketed seats and show their tickets when requested.
- Guests who engage in behavior that is reckless, dangerous, disruptive, or illegal in nature, including but not limited to fighting, throwing objects or attempting to enter the court will be immediately ejected from the arena.
- Guests will comply with requests from the facility staff regarding venue operations and emergency response procedures.

The venue staff has been trained to intervene when necessary to help ensure that the above expectations are met, and guests are encouraged to report any inappropriate behavior to the nearest usher, security guard, or guest services staff member. Guests who choose not to adhere to these provisions will be subject to ejection without refund and may also be in violation of local ordinances resulting in possible arrest and prosecution.

The NCAA, the host institution and the host venue thank you for adhering to the provisions of the Championships Fan Code of Conduct.

Prohibited Items.

- Aerosol and spray cans.
- Alcoholic beverages.
- Baby seats.
- Balloons.
- Beach Balls.
- Cameras with a lens longer than six (6) inches.
- Coolers or containers.
- Duffle bags.
- Explosives.
- Fireworks.
- Folding chairs.
- Illegal drugs.
- Laser pointers.
- Noisemakers.
- Outside food or beverage.
- Pets (except service animals assisting those with disabilities).
- Strollers (non-collapsible).
- Weapons of any kind, including those carried with a permit.
- Any other item that in the judgment of game management staff poses a safety hazard or detracts from the ability of others to enjoy the event. Prohibited items must be returned to the owner's car or discarded. Any unlawful items are subject to confiscation, and the person in possession of such items is subject to arrest.

SECTION 11 – Lodging

| |
|--------------------|
| Team Hotels |
|--------------------|

Twenty-four (24) non-smoking, double-double rooms, one (1) king and one (1) suite have been reserved for each team at the hotels listed below beginning Wednesday, November 15. A complimentary meeting space for the team may be requested. The hotel will make every effort to ensure team rooms are on the same floor and not more than two (2) floors.

By **Monday, November 18 at 5 p.m. Eastern**, the institution is responsible for contacting the hotel to which it has been assigned to confirm the reservations and provide the hotel a rooming list. Teams are obligated to stay at the assigned hotel. If a team prefers to stay at a hotel other than the one to which it has been assigned, it must (a) obtain from the hotel manager a written release of the team rooms, or (b) use the rooms for persons accompanying the official party. If an institution fails to make satisfactory arrangements with the hotel for use of the team rooms, full charges for the rooms will be billed to the institution for payment for one night.

Hotel assignment will be based on the order of the top four seeds in the championship, or the institution representing the pod if the seed does not progress in the championship.

TEAM 1

Sheraton Ann Arbor Hotel
 3200 Boardwalk Drive
 Ann Arbor, MI 48108
 Contact: Will Delgado
 Direct Line: 734-996-0600 X258
 Email: willdelgado@remingtonhotels.com

TEAM 2

DoubleTree by Hilton Ann Arbor North
 3600 Plymouth Road
 Ann Arbor, MI 48105
 Contact: Denise Warwick
 Direct Line: 734-769-9800 X6301
 Email: denise.warwick@hilton.com

TEAM 3

DoubleTree by Hilton Ann Arbor North
 3600 Plymouth Road
 Ann Arbor, MI 48105
 Contact: Denise Warwick
 Direct Line: 734-769-9800 X6301
 Email: denise.warwick@hilton.com

TEAM 4

EVEN Hotel Ann Arbor
 600 Briarwood Circle
 Ann Arbor, MI 48108
 Contact: Kristen Ablitz
 Direct Line: 734-761-1799
 Email: kablitz@kensingtonannarbor.com

SECTION 12 – Media Services**Media Materials Requested**

Media relations contacts may send media guides and weekly press releases in advance to the following:

Media Coordinator

Leah Howard
 Assistant Director, Communications & Public Relations
 Cell: 734-358-3651
 Email: lchoward@umich.edu

Weekly notes can also be emailed in advance and copies will be made.

Media Services

Blogging. Please be aware of the NCAA policy regarding blogging. This is located at the following link: <http://www.ncaa.com/media> within the Media Coordination Manual / Staff Directory.

Credentials. To apply for a media credential, please apply at ncaa.com/media. Media credentials may be picked up at the ticket will call on either day of the event.

Photography. NCAA Photos is the official championships photographer for the NCAA, which has the right to sell photographs of championship activity.

Postgame Interviews. Postgame interviews will be conducted immediately after the 10-minute cooling off period in the interview room located in the Field Hockey Team Center. Only credentialed media will have access to this space. The non-advancing team will attend the press conference immediately followed by the advancing team.

Hospitality. Hospitality will be available in the Ocker Field Press Box. Snacks and drinks will be provided throughout competition. This area will be restricted to credentialed personnel only.

Internet. Wireless Internet access will be provided in the press box. Passwords will be posted within the press box and media work areas of Phyllis Ocker Field Hockey Complex.

Media Facility. The press box is located in the Field Hockey Center and overlooks Ocker Field. Additional workspace will be available in the team room on the ground floor.

Parking. Parking is available in the Crisler Center Lot SC-7. See parking information in Section 6.

Results. Results will be available after each game in the press box. Live stats will be available online at www.mgoblue.com and www.ncaa.com. Results will also be emailed at the end of each day. Please email lchoward@umich.edu if you would like to be added to the results distribution list.

Webcast/Broadcast

The semifinal games will be streamed live on ESPN+. The championship game will broadcast live on ESPNU.

SECTION 13 – Medical

Ambulance

An ambulance will be on-site during all games, and on-call during practice times.

Athletic Training

The following will be available to you and your staff during your visit:

- Certified Athletic Trainer present at all practices and competitions.
- Physician and EMS on site for all competitions; On-call for practices.
- Therapeutic modalities available in the athletic training room.

The following equipment will be located on the team benches and in locker rooms: water, Powerade, ice, cups, towels, OSHA kits.

The Ocker Field Athletic Training Room is located on the ground level of the Field Hockey Center. Please refer to the Schedule of Events for Athletic Training Room operating hours. The Athletic Training Room will be open for one hour after the completion of each session. Hours may be adjusted relative to team needs, after the host athletic trainer consults with each team's athletic trainer.

TELEPHONE NUMBERS

| | | |
|-------------------------------|---|---|
| <u>Host Athletic Trainers</u> | Claire Coates Edna Shiu | 941-524-0073 425-205-9873 |
| <u>Host Team Physicians</u> | Dr. Michael Anacker Dr. Tatum Khouri | 734-764-0531 (Schembechler Hall Medical Suite – open business hours M-F) |

Concussion Management

The NCAA has adopted legislation that requires all active member institutions to have a concussion-management plan for their student-athletes. Participating institutions shall follow their concussion-management plan while participating in NCAA championships. If a participating team lacks appropriate

medical staff to activate its concussion-management plan, the host championship concussion-management plan will be activated.

The legislation notes, in part, that a student-athlete who exhibits signs, symptoms or behaviors consistent with a concussion shall be removed from athletics activities (e.g., competition, practice, conditioning sessions) and evaluated by a medical staff member (e.g., sports medicine staff, team physician) with experience in the evaluation and management of concussions; a student-athlete diagnosed with a concussion is precluded from returning to athletics activity for at least the remainder of that calendar day; and medical clearance for return to athletics activity shall be determined by the team physician or the physician’s designee from the student-athlete’s institution. In the absence of a team physician or their designee, the NCAA tournament physician will examine the student-athlete and will determine medical clearance.

A concussion is a brain injury that may be caused by a blow to the head, face, neck or elsewhere on the body with an “impulsive” force transmitted to the head. Concussions can occur without loss of consciousness or other obvious signs. A repeat concussion that occurs before the brain recovers from the previous one (hours, days or weeks) can slow recovery or increase the likelihood of having long-term problems. In rare cases, repeat concussions can result in brain swelling, permanent brain damage and even death. For further details please refer to the NCAA Sports Medicine Handbook on the [NCAA website](#).

Emergency Facilities

| | |
|---------------------------------------|--------------|
| Ambulance..... | 911 |
| University of Michigan Hospital | 734-936-4000 |
| University Health Services | 734-764-8320 |
| CVS Pharmacy | 734-827-7980 |

Physicians

There will be at least one physician on-site for each game of the championship. Please ask the athletic trainer on duty for assistance with physician access.

X-Rays

If X-rays are needed, the participant will be taken to Schembechler Hall where x-rays can be done on-site. The participant can also be transported to a local hospital or urgent care center if need be. The athletic trainer on duty can determine the best x-ray location.

SECTION 14 – Participant Expectations and Guidelines

Ethical Behavior by Coaches

Members of the coaching profession have certain inherent obligations and responsibilities to the profession, to the student-athletes and to all those with whom they come into contact. Coaches are expected to be role models who conduct themselves with integrity and high ethical standards at all times.

The words and actions of a coach carry tremendous influence, particularly on the young people under his or her direction. It is, thus, imperative that he or she demonstrate and demand high principles of sportsmanship and ethical behavior.

Misconduct/Failure to Adhere to Policies and Procedures

[Reference: Bylaw 31.02.4 in the NCAA Division I Manual.]

Misconduct. Misconduct in an NCAA championship is any act of dishonesty, unsportsmanlike conduct, unprofessional behavior or breach of law, occurring from the time the championship field is announced through the end of the championship, that discredits the event or intercollegiate athletics.

Failure to Adhere to Policies and Procedures. A governing sports committee may assess a financial penalty against an institution for failure of any of its representatives to adhere to the policies and procedures governing championships administration.

Red Cards

Please refer to the [2024 NCAA Field Hockey Rules Modifications](#), especially Section 6 – “Conduct of Play: Players, Goalkeepers, Coaches.”

Sportsmanship

The primary goal of the rules is to maximize the safety and enjoyment of the student-athlete. Sportsmanship is a key part of that goal. Sportsmanship should be a core value in the behavior of players and bench personnel, in crowd control by game management and in the officials’ proper enforcement of the rules governing related actions.

Sports Wagering

The NCAA defines sports wagering as putting something at risk – such as an entry fee or a wager – with the opportunity to win something in return. The NCAA opposes all forms of legal and illegal sports wagering on college sports. Student-athletes and athletics administrators cannot place a sports wager for any NCAA-sanctioned sport. This includes wagering on the intercollegiate, amateur or professional level.

A student-athlete involved in sports wagering on the student-athlete’s institution permanently loses all remaining regular-season and postseason eligibility in all sports. A student-athlete who is involved in any sports wagering activity that involves college sports or professional athletics, through Internet gambling, a bookmaker, a parlay card or any other method employed by organized gambling, will be ineligible for all regular-season and postseason competition for at least one year.

In championships in which a bracket format is used, student-athletes, coaches and administrators may not participate in bracket competitions where there is both a required entry fee and an opportunity to win a prize. Student-athletes and administrators may participate under current NCAA rules, in bracket contests where there is no entry fee but a possibility of winning a prize. Some NCAA member schools, however, have chosen to ban student-athletes from participating in these types of bracket contests.

Tobacco Ban

The use of tobacco products is prohibited by all game personnel (e.g., coaches, athletic trainers, managers and game officials) in all sports during practice and competition. Uniform penalties (as determined by the applicable rules-making committees and sports committees with rules-making responsibilities) shall be established for such use.

The use of tobacco products by a student-athlete is prohibited during practice and competition. A student-athlete who uses tobacco products during a practice or competition shall be disqualified for the remainder of that practice or competition.

SECTION 15 – Team Travel/Transportation

Travel Policies

The 2024-25 NCAA Division I Championships Travel Policies can be found online at this [link](#). Please review prior to making travel arrangements. All transportation arrangements must follow these policies. Any travel booked outside of these policies will not be reimbursed. Participating institutions are completely responsible for making their own travel reservations in accordance with the travel policies.

Transportation Portals

Championships Travel Portal: www.shortstravel.com/ncaachamps

Phone: 866-655-9215

Email: ncaaalo@shortstravel.com

SECTION 16 – Tickets

Non-Playing Participant Seating

Non-participating teams on Friday can watch from the spectator seating area.

Ticket Policies

Every person except children under the age of two must have a ticket to be admitted to the championship. No exit and re-entry to the facility will be permitted.

Tickets may not be returned, refunded or exchanged.

Unless specifically authorized in advance by the NCAA, tickets may not be offered as a prize in a sweepstakes, contest, auction or fundraising activity.

Tickets may not be sold or resold above face value.

The NCAA reminds fans that purchasing tickets from secondary unauthorized vendors may result in fraudulent purchases. Fans are encouraged to purchase tickets from the NCAA member institutions and programs authorized by the NCAA to sell or resell championship tickets.

Ticket Prices

Single Day Adult.....\$20

Single Day Student.....\$17

Single Day Group\$13

All Session Adult\$30

All Session Student.....\$25

Please note that all tickets, outside of game day walk-up sales, will be **digital**. This includes team pass lists. More information on mobile ticketing can be found [here](#). Any ticket questions or issues can be directed to Kristin Beighley (beighlek@umich.edu).

Player/Guest Tickets

NCAA Manual, Article 16.2 Complimentary Admissions and Ticket Benefits

16.2.1.2 General Regulations. Complimentary admissions shall be provided only through a pass list for individuals designated by the student-athlete. “Hard tickets” shall NOT be issued. A violation of this administrative procedure shall be considered an institutional violation per Constitution 2.8.1; however, such a violation shall not affect the student-athlete’s eligibility. The student-athlete’s eligibility shall be affected by involvement in action contrary to the provisions of Bylaws 16.2.1.1 and 16.2.2.1.

16.2.1.1.1 Exception – Postseason Events. An institution may provide each student-athlete who participates in or is a member of a team participating in a postseason event (e.g., conference championship, NCAA

championship, National Invitational Tournament, bowl game) with six complimentary admissions to all intercollegiate athletics events at the site at which the student (or team) participates.

16.2.2.1 Sale of Complimentary Admissions. A student-athlete may not receive payment from any source for his or her complimentary admissions and may not exchange or assign them for any item of value.

Will Call Tickets

No complimentary tickets are permitted for NCAA championship competition. Individuals using players' tickets should be instructed to enter through either entrance of Ocker Field. Each institution will be billed for all tickets used. Payment is due within 45 days of the end of the championship. If payment is not received in that time frame, the committee may issue an additional fine.

All team pass list tickets are **digital**. Please email your **Student-Athlete Guest Pass List (Appendix F)** to Kristin Beighley at beighlek@umich.edu by **Noon Eastern time Thursday, November 21**. Digital tickets will be transferred to a designated ticket person from each respective school who will, in turn, transfer them to each member of the team pass list.

SECTION 17 – Travel Party

Band/Spirit Squad/Mascots

Spirit squads, not to exceed 12 in number, plus the mascot shall be admitted, if in uniform, via the gate list. A maximum of 25 band members, who are in uniform and performing at the championship, will not be charged admission. Information as to whether spirit squad or band members will need admission to the competition should be provided at the coaches meeting.

Bench Passes/Assignments

The host team will choose their bench. Otherwise, the home team will be seated on the left when facing the scorers' table from the field. The committee will determine the bench assignments at the final site.

Bench Size

Seating in the bench area will be provided for 36 individuals (per team) in the championship inclusive of the official travel party of 28, one team administrator, one medical personnel and six non-competing team personnel and all eligible rostered student-athletes not in the 24-person squad size may be in the bench area. The institution's mascot may not be counted or included in the bench party. In addition, the tournament doctor and a security representative designated by the event manager may be in the bench area.

Squad Size

[Reference: Bylaw 31.1.5 in the NCAA Manual.]

Teams participating in the championship are limited to a maximum of 24 players in uniform. Only those 24 players and other authorized, credentialed personnel will be allowed on the field. Players must be designated at the coaches meeting through the official travel party list. After the game starts, no replacements will be permitted for any reason. An institution that is advised it is in violation of this regulation and does not promptly conform to it shall automatically forfeit the competition. There shall be no inordinate delay of the competition to allow the institution to conform to the rule. **(Note: The official squad size for awards is 24.)**

Travel Party Size

The official travel party is 28.

Additional Award Ordering

Additional awards may be ordered after the championship. An institution may only order the award(s) that their team/individual received at the championship. You may submit the additional award(s) order at the following link: <https://services.mtmrecognition.com/ncaa/>.

All-Tournament

The national committee will select an all-tournament team from among the participants at the site of the finals. Eleven players will be selected – 10 field players and a goalkeeper (a most outstanding player will be chosen from the selected team members). The NCAA office will order all-tournament team plaques for each team member after the championship and will ship these to the appropriate institutions.

Elite 90 Award

The Elite 90 award is presented to the student-athlete with the highest cumulative grade-point average competing at the finals site for each of the NCAA's 90 championships. Each institution that has at least one student-athlete qualify for the finals round/site is eligible to nominate a student-athlete to win the award for that championship. All documents, including deadlines and nomination forms, are available on the [NCAA website](#).

The submission deadline for nomination for the NCAA Division I Field Hockey Championship is **noon Eastern Tuesday, November 19**.

If you have any questions concerning this program, please contact Olivia Baumhoer, Andrew Louthain or Quintin Wright of the NCAA national office staff at 317-917-6222 or elite90@ncaa.org.

The Elite 90 winner will be provided with an Elite 90 patch to wear in addition to the blue disk patch.

Team Awards

Each team will receive a team trophy. Each member of the travel party will receive a mini-trophy. The national champion team will receive watches and a mini-trophy. There will be no awards ceremony after semifinal games; awards will be placed in the non-advancing team's locker rooms. After the championship game, teams will shake hands and the national runner-up may proceed to their locker room where their team awards will be placed. The on-field ceremony will recognize the national champion by announcing all rostered student-athletes and coaches and awarding the national championship trophy. Additional watches will be ordered after the championship. The ceremony shall conclude with the announcement of the all-tournament team

Student-Athlete Participation Award

CONGRATULATIONS ON YOUR TEAMS' SUCCESS!

We are excited to share that this year, all Student-Athlete Mementos will be given out ON-SITE at the Championship!



HOW TO PURCHASE ADDITIONAL STUDENT-ATHLETE MEMENTOS FOR YOUR TEAM

The NCAA provides BirdieBox with the email address of a designated point person for each sport and school. Please ensure the correct person is communicated to the NCAA, as they will need access to the website for ordering additional mementos. The designated person will be directed to this site to place your school's order:

<https://ncaainstitutionalportal.com/products/lulu-vibes>

The number of mementos you receive will match the NCAA-prescribed travel party size. To purchase additional mementos beyond your travel party allotment, follow the steps below:

1. Navigate to <https://ncaainstitutionalportal.com/products/lulu-vibes> OR scan the QR code on this page.
2. Choose the gender for your sport.
3. Select your sport.
4. Choose the quantity of additional gifts you'd like and add them to your cart.
5. At checkout, enter your school name in the required field.
6. Provide your contact information and the shipping address for delivery.
7. Enter your payment information (all gifts must be paid for at checkout).
8. Submit your order.

Please note that the site will close 4 weeks after the championship.



Questions?

Email Katie Czarny: kczarny@BirdieBox.com

At BirdieBox, we redefine collegiate gifting by transforming it into an unforgettable experience. With an unwavering commitment to quality, creativity, and personalization, we craft each BirdieBox to convey a purposeful message.

SECTION 19 – Uniforms

Laundry

The University of Michigan will provide laundry service to all teams competing in the championship should they request it. For all laundry needs and requests, please contact Derrick Morrison, Equipment Manager (989-329-9593 / djmorri@umich.edu).

Arrangements for pickup and delivery will be determined as the championship times are set for each team. It is recommended that each team requesting laundry service bring a large travel bag (or two) to transport all laundry. Please make all arrangements by **5 p.m. Eastern time, Tuesday, November 19.**

Logo Policy

[Reference: Bylaw 12.5.4 in the NCAA Division I and II Manuals, and Bylaw 12.5.3 in the NCAA Division III Manual.]

The provisions of Bylaw 12.5.4 (Divisions I and II) or Bylaw 12.5.3 (Division III) indicate that an institution's official uniform and all other items of apparel (e.g., socks, headbands, T-shirts, wristbands, visors or hats, and towels) that are worn by student-athletes in competition may bear a single manufacturer's or distributor's normal trademark, not to exceed 2 1/4-square inches, including any additional material (e.g., patch) surrounding the normal trademark or logo. The logo or trademark must be contained within a four-sided geometrical figure (i.e., rectangle, square, parallelogram).

In addition, an institution's official uniform cannot bear a design element similar to the manufacturer's that is in addition to another logo or that is contrary to the size restrictions.

A student-athlete representing an institution in intercollegiate competition is limited to wearing apparel items that include only the logo (not to exceed 2 1/4-square inches) of an apparel manufacturer or distributor. The student-athlete may not wear any apparel that identifies any other entity, other than the student-athlete's institution.

These restrictions apply to all apparel worn by student-athletes, and any and all credentialed personnel in the bench area during the conduct of competition, which includes any practices and pregame or postgame activities.

This bylaw will be strictly enforced at all NCAA championships and the names of individuals and institutions that are not in compliance with this bylaw shall be forwarded to the NCAA enforcement staff. Non-compliance with this legislation could result in loss of eligibility, forfeiture of points earned by those ineligible student-athletes and adjustment of team standings.

Patches

At the championship site, each team will receive 48 NCAA blue disk patches for their student-athletes. Each student-athlete that is part of the official team roster should receive two patches. The preferred location for the patch is on the upper left corner of the jersey; however, the left sleeve is an acceptable alternative.

Use of the NCAA patch for NCAA championship participants has been endorsed the by NCAA Division I Competition Oversight Committee as a way to recognize the elite level of play that your student-athletes have attained.

It is recommended that you remove the patch before washing and drying your uniforms. The patches are pressure-sensitive, and heat will activate the pressure-sensitive backing possibly causing a residue to form on your uniforms. Patches can be reapplied after you wash and dry your uniforms. The NCAA disclaims, and will otherwise not be responsible or liable for, any damages or injuries of any kind caused by or arising out of the patches or the use thereof.



A G E N D A

National Collegiate Athletic Association
2024 NCAA Division I Field Hockey Championship – Participant Call

Microsoft Teams Videoconference

November 18, 2024
11 a.m. Eastern time

1. Welcome and introductions. (Amy Densevich, committee chair)
2. Date and time of games. (Densevich)
3. Practice times. (Densevich)
4. Uniform colors. (Densevich)
5. Official travel party form. (Densevich)
6. Travel party, squad size and credentials. (Densevich)
7. Squad list for drug testing. (Densevich)
8. Site, day and time of pre-championship meeting. (Connor Griffin, Tournament Director)
9. Locker rooms. (Griffin)
10. Athletic training. (Griffin)
11. Bands and spirit squads. (Griffin)
12. Radio. (Griffin)
13. Filming. (Griffin)
14. Media services. (Griffin)
15. Laundry. (Griffin)
16. Parking/tailgating. (Griffin)
17. Banquet. (Griffin)
18. Tickets. (Griffin)

19. Medical services. (Griffin)
20. Michigan events. (Griffin)
21. Medical services. (Griffin)
22. Lodging. (Will Hopkins, NCAA staff)
23. Elite 90 award. (Hopkins)
24. Participation award. (Hopkins)
25. Video exchange. (Hopkins)
26. Head shots and high-resolution pictures for video board and intro video. (Hopkins)
27. Questions.
28. Adjournment.



A G E N D A

National Collegiate Athletic Association
2024 NCAA Division I Field Hockey Championship – Administrative Meeting

Microsoft Teams Meeting

November 21, 2024
8 a.m. Eastern time

1. Welcome, congratulations and introductions. (Amy Densevich, committee chair)
2. Introduce games committee members. (Densevich)
3. Broadcast. (Densevich)
4. Misconduct, NCAA drug testing and logo statements. (Densevich)
5. Policy on alcoholic beverages and tobacco products. (Densevich)
6. Bench size, squad size and travel party policies. (Densevich)
7. Schedule of events. (Densevich)
 - a. Practice and game times.
 - b. Pregame itinerary (timing sheet).
8. Warmup music – provided by host and will begin when clock begins countdown to game time. (Densevich)
9. Policy on interaction with umpires pregame. (Densevich)
10. Video review. (Densevich)
11. Awards program. (Densevich)
12. Policy and location of filming. (Densevich)
 - a. Host will film and upload all games.
 - b. Teams may film all games.
 - c. Each institution is permitted one camera in the designated filming area.
13. Uniform policy; team uniform colors for semifinal games. (Densevich)

14. Student-athlete patches. (Densevich)
15. Bench assignments. (Densevich)
16. Postgame interviews. (Densevich)
 - a. 10-minute cooling off period.
 - b. Non-advancing team will go first in the post-game interviews.
17. Umpire assignments – Friday. (Densevich)
18. Coaches/administrators meeting Saturday between practice for advancing teams. (Densevich)
19. Locker rooms. (Connor Griffin, Tournament Director)
20. Review watering schedule for practices and games. (Griffin)
21. Review parking procedures. (Griffin)
22. Laundry. (Griffin)
23. Media arrangements. (Michigan sports information)
24. Medical arrangements. (Michigan medical)
25. Hospitality. (Griffin)
26. Questions.
27. Adjournment.

2024 NCAA Division I Field Hockey Championship –
University of Michigan

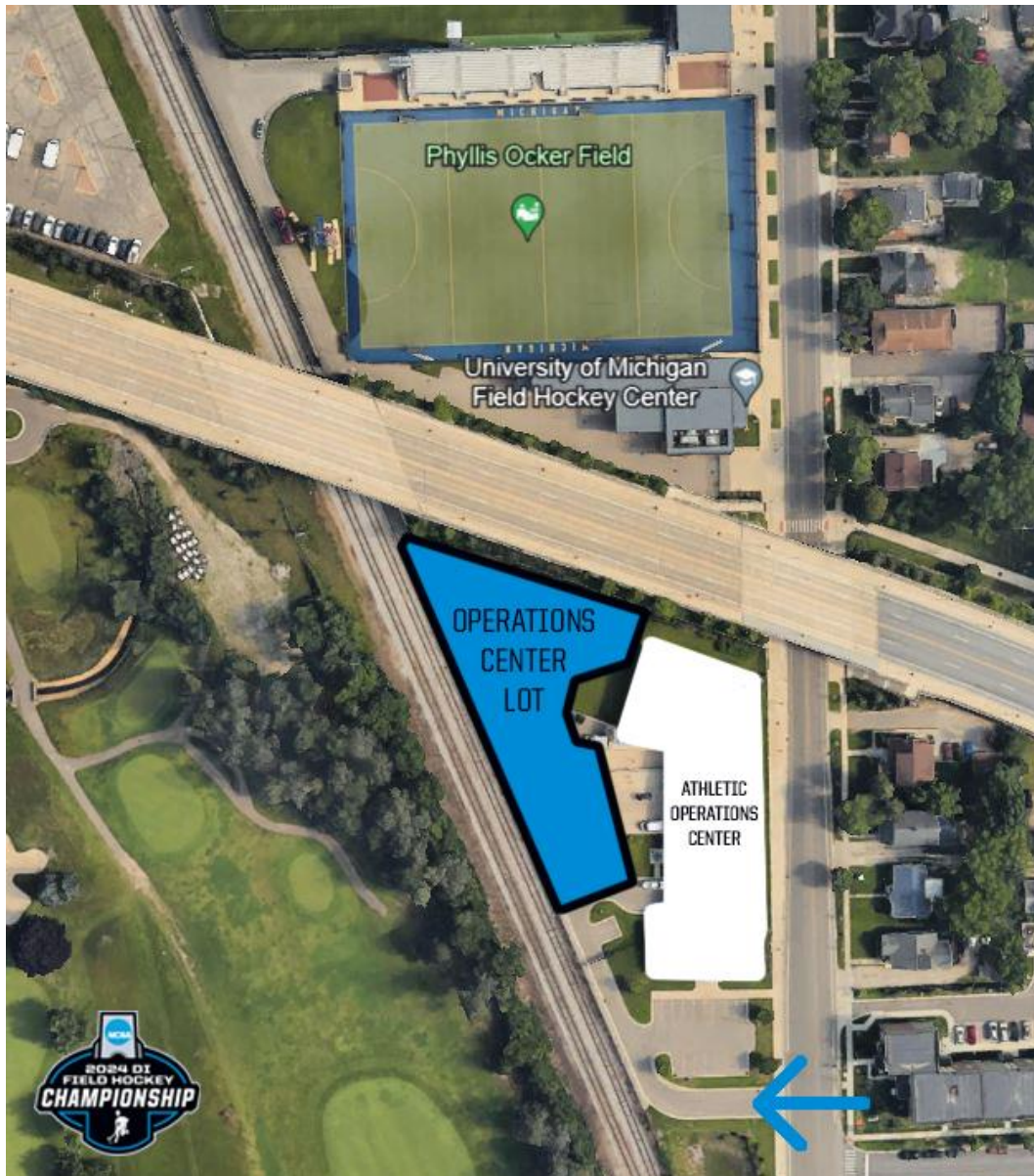


2024 NCAA Division I Field Hockey Championship –
University of Michigan Bus Parking Map

Thursday, Friday & Sunday:

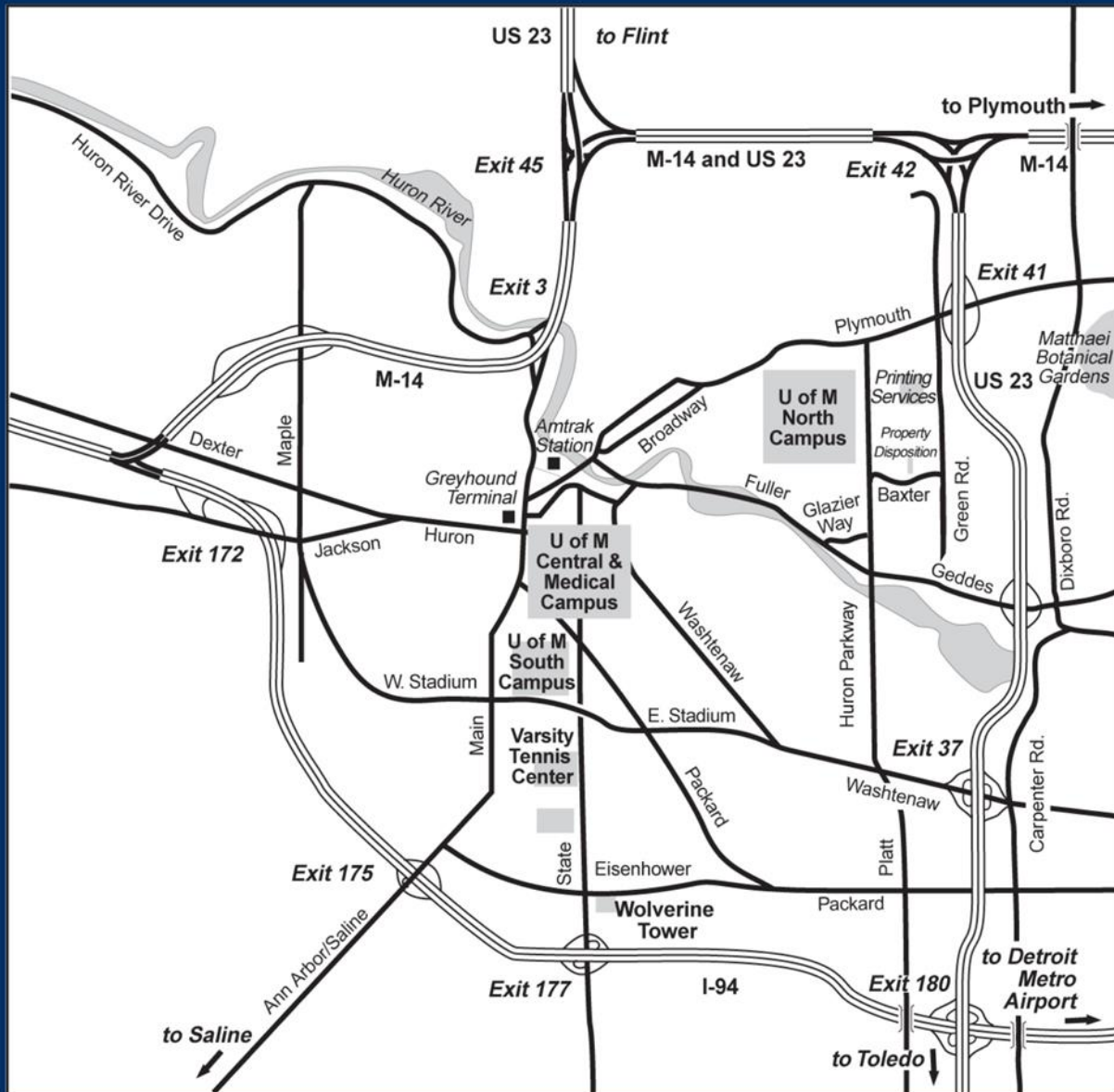


Saturday:

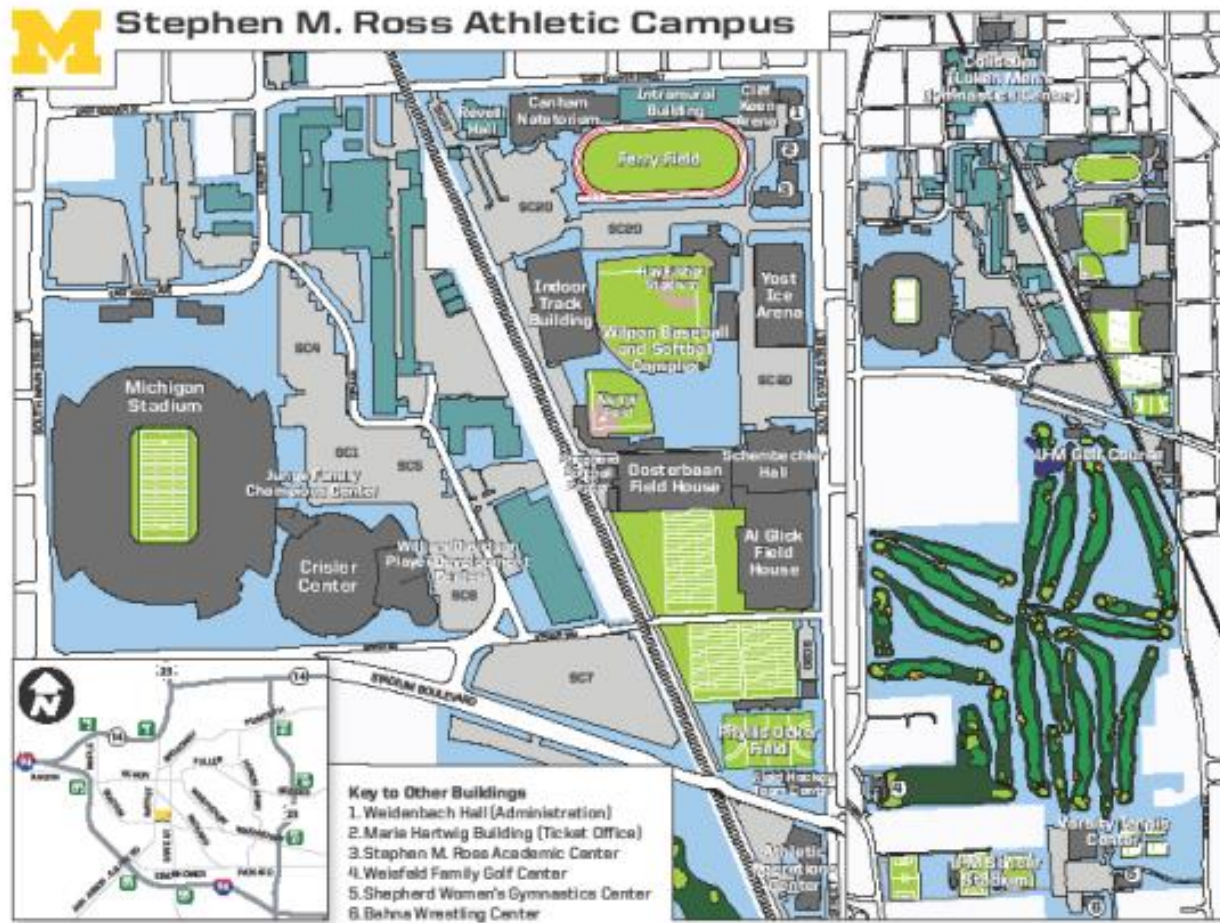


University of Michigan

MAP OF ANN ARBOR



Stephen M. Ross Athletic Campus





NCAA DIVISION I FIELD HOCKEY CHAMPIONSHIP Travel Party Form

_____ Opening Round _____ 1st Round _____ 2nd Round _____ Semifinal _____ Final

Institution: _____

Please list each individual from your institution's travel party (limit of 28, plus one administrator, one athletic trainer and up to four rostered, six non-competing team personnel and all eligible rostered student-athletes not in the 24 person squad size may be in the bench area. **Please denote eligible student-athletes who will be participating in this tournament contest with an asterisk.** Student-athletes should be listed in alphabetical order using lines 1-24.

| | | | |
|-----|-------|-----|-----------------|
| 1. | _____ | 19. | _____ |
| 2. | _____ | 20. | _____ |
| 3. | _____ | 21. | _____ |
| 4. | _____ | 22. | _____ |
| 5. | _____ | 23. | _____ |
| 6. | _____ | 24. | _____ |
| 7. | _____ | 25. | _____ |
| 8. | _____ | 26. | _____ |
| 9. | _____ | 27. | _____ |
| 10. | _____ | 28. | _____ |
| 11. | _____ | 29. | _____ (ADMIN) |
| 12. | _____ | 30. | _____ (MEDICAL) |
| 13. | _____ | 31. | _____ |
| 14. | _____ | 32. | _____ |
| 15. | _____ | 33. | _____ |
| 16. | _____ | 34. | _____ |
| 17. | _____ | 35. | _____ |
| 18. | _____ | 36. | _____ |

Please list up to five (5) VIP's who may have access to the team pre- and postgame. These VIP's must have a ticket for admission to the competition site but will be provided with a credential to give them the necessary access, except to the bench area during the game.

| | |
|----|-------|
| 1. | _____ |
| 2. | _____ |
| 3. | _____ |
| 4. | _____ |
| 5. | _____ |

Please scan and email this form to Will Hopkins (whopkins@ncaa.org) and Connor Griffin (cjgriff@umich.edu) by **Noon Eastern time Tuesday, November 19.**